

# Demotion Appeal Process Acknowledgment Letter

Date:

To:

Subject: Acknowledgment of Demotion Appeal Submission

Dear ,

This letter acknowledges receipt of your appeal regarding the recent decision related to your demotion. We have received your formal appeal on .

Our team will review your appeal in accordance with our organization's established procedures. You will be notified of the outcome once a thorough review has been completed.

Should you require further information during the process, please feel free to contact .

Thank you for your attention to this matter.

Sincerely,